

MICHAEL PORTELANCE



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Summary

- Trustworthy hard-working employee; strong customer focus.
- Excellent interpersonal skills; communicate in a professional and courteous manner.
- Organized; follow established procedures accurately; pay attention to detail.
- Quick learner; easily master new tasks and manage multiple responsibilities.
- Skilled problem solver; handle conflicting work duties well; remain calm under pressure.
- Dependable team player; work well independently with little supervision.
- Punctual, reliable, self-motivated; able to take initiative.
- Maintain a clean and safe work environment; high standards for quality.
- Adaptable and flexible; able to work all shifts including evenings and weekends.

Skills

Adobe Photoshop, Illustrator, Indesign, After Effects, HTML & CSS, Microsoft Word, Excel, Powerpoint, Email, Google Docs, Sheets, Slides

About Me

I enjoy playing many sports - Baseball, basketball, tennis and football. I love to workout at the gym 5-6 times a week. I also enjoy eating out and experiencing different kinds of food cultures.

Education

Graphic Design Technology 2021 – 2022
Vancouver Career College, Surrey, BC

General Business 2017 – 2018
(Criminology, Organizational behavior, English, Marketing)
Kwantlen Polytechnic University, Surrey, BC

Employment History

Server 2018 – 2021
Earls, Richmond, BC

Order Picker/Shipper 2016 – 2019
The Stevens Company Ltd. Delta, BC

Electrician 2015 – 2016
AJ's Electrical Contractors Ltd. Delta, BC

Drywall/Labourer 2013 – 2016
Brava Drywall, Surrey, BC

Flooring Installer 2014 – 2015
Robinson Contracting, Langley, BC